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83-0244

14 JAN 1983

MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA : Executive Director

FROM :
Chief, Career Training Task Force

25X1

SUBJECT : Establishment of the Career Training Task Force

1. Action Requested. Your approval of the specific authority cited in paragraph 5 is requested.

2. Summary. There follows a statement of the forming of the Career Training Task Force (CTTF), the authority vested in the Chief, CTTF, the structure of the CTTF, a general summary of resource requirements and the major goals of the CTTF.

3. The CTTF has been established at the direction of the DDCI. It will assure that the number of high quality Career Trainees needed now and in the future by all components of CIA is brought into CIA as rapidly as possible. Further, the CTTF is to assure that the administrative handling, counseling and training of Career Trainees following their entry on duty is as effective and equitable as possible.

4. The CTTF will function under the direct supervision of the Executive Director, to whom the Chief, CTTF, will report directly.

5. The C/CTTF has the authority to:

-- Speak and act on behalf of the EXDIR and, as necessary, the DDCI on matters relating to the processing, hiring and counseling of CTs after they enter on duty. The counseling responsibility will continue through the period of the training cycle of each CT.

-- Establish that the recruitment of CTs and the efforts necessary to do so will carry a priority value superceded only by activities which the DDO, DDI, DDS&T and DDA have established at the highest level (and which, if there is conflict, the DDCI or the EXDIR acting for him will resolve).

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C O N F I D E N T I A L

-- Establish an efficient CIA recruitment, counseling and training structure for CTs. This will include the authority to serve in an ombudsman capacity, authorized to examine, review and recommend change in any component of CIA which is or should be involved in the CT recruitment or training process; the point of adjudication in event of conflict will be the DDCI, or the EXDIR acting for him.

-- Authorize expenditures (for example, travel and some advertising) necessary for the CTFTF accomplishment of CT recruitment goals.

6. The CTFTF will be managed and supervised by [] 25X1
[] He will maintain contact as appropriate with the DDCI, 25X1
EXDIR, DDO, DDI, DDS&T, DDA, and the directors of the Office of
Personnel, Office of Security and Office of Medical Services.

7. There will be two Deputy Chiefs of the CTFTF. The Deputy
Chief, CTFTF, for Recruitment and Placing will be DO SIS officer
[] He will supervise the following three 25X1
components:

Program Officers Staff.

This will consist of about [] DO officers, one or several 25X1
officers from other directorates and secretarial and clerical
personnel. This component will screen CT applicant resumes,
do much of the interviewing of CT applicants and counsel CTs
throughout the CT training cycle. This staff will be managed
on a day-to-day basis by DO GS-15 [] 25X1

Annuitant Staff.

This will consist of [] senior and field experienced 25X1
DO annuitants situated in various carefully selected loca-
tions throughout the continental United States and Hawaii.
These contract officers will interview and assess CT appli-
cants, supplementing similar efforts made by the Program
Officers Staff.

Academic Associate Program.

This element of, at present, [] DO officers will be 25X1
expanded. It will continue to build an infrastructure in
Academia composed of faculty members who will cooperate by
referring good prospective CT applicants to us. (The present
size of the Academic Associate Program is [] 25X1

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C O N F I D E N T I A L

8. The Deputy Chief, CTTF, for Administration and Training will be DDA/OTE officer [redacted] He will supervise the day-to-day administrative management which relates to the processing and training of CTs. He will assure that close working level coordination and cooperation among all concerned elements is sustained. He will do this by serving as chairman of a standing Coordinating Committee which will be composed of the Chief, Recruitment and Placement Division in the Office of Personnel, a member of the Clearance Division of the Office of Security, the Chief of the Psychological Services Division in the Office of Medical Services (or officers designated to serve for them), and representatives from the DDO, DDI, DDA and DDS&T. A DDA/OTE officer, [redacted] will serve as Executive Officer in this component of the CTTF. His duties will be, inter alia, to monitor processing statistics, computer programs serving the CTTF and CT applicant interview and test schedules. 25X1 25X1

9. Both Deputy Chiefs of the CTTF will be responsible for assuring that all CTs are frequently and effectively counseled from their entry on duty date until they are placed in their Directorate homebase component.

10. There is an urgent need for adequate office space for the CTTF, and for classroom space (for use during several phases of the training cycle of each CT class).

11. There probably will be a need to augment the present strength of the CTTF by up to [redacted] 25X1 25X1

12. Additionally, the following resources are needed:

-- The installation as soon as possible of a computer terminal contiguous to the location of the CTTF in order to permit expeditious use of computer capabilities.

-- One or more WANG word processors, and a new copier with adequate sorting capability to expedite the reproduction of many copies of CT applicant Personnel History Statements.

-- Funds beyond those presently programmed for advertising and travel support of the CT program. (The amount of additional funds which may be needed for this purpose has not yet been ascertained. As changing advertising and travel patterns become more clear, additional funds will be sought separately.)

C O N F I D E N T I A L

13. The two specific principal immediate goals of the CTTF will be:

-- To assure that [] highly qualified CTs needed for entry to the Directorate of Operations in FY 1983 enter on duty in that period, and that the number (yet to be firmly established) needed by other Directorates is available in FY 1983 to those Directorates.

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-- To assure that the counseling and training of all CTs during the CT training cycle is as well managed and effective as it can realistically be.

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APPROVED (Paragraph 5)

/S/ John N. McMahon

Deputy Director of Central Intelligence

19 JAN 1983

Date

Originator:C/CTTF

(13 Jan 83)

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